



keep **learning**

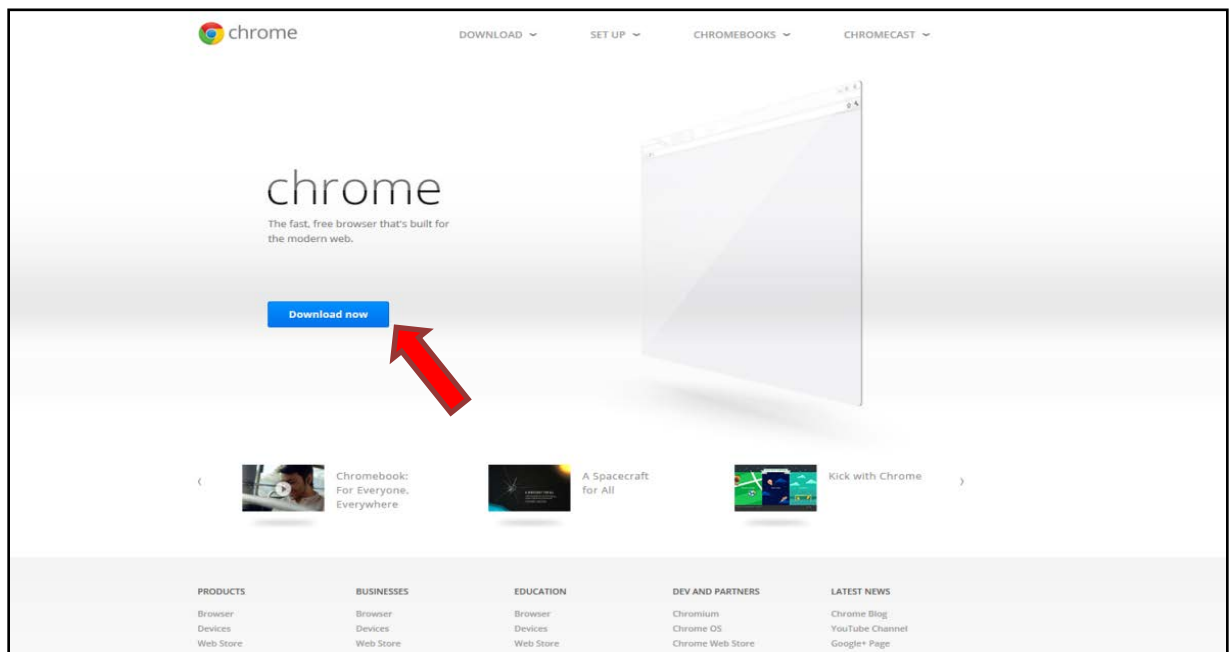
Australian College of
Applied Psychology

SONIA - Student User Guide

Mid Placement Review

IMPORTANT: Electronic forms are most compatible with the free browser **Google Chrome**. If you need to save or print, you can **ONLY** do so using Chrome. We recommend you download chrome and set it as your default browser to avoid disappointment should you need to save or print. We apologise for this inconvenience.

Link to download Google Chrome: <http://www.google.com/chrome/>



1. Copy link to Sonia Online into Google Chrome

<https://sonia.pep.navitas.com/SoniaOnline/Default.aspx?schoolid=2>

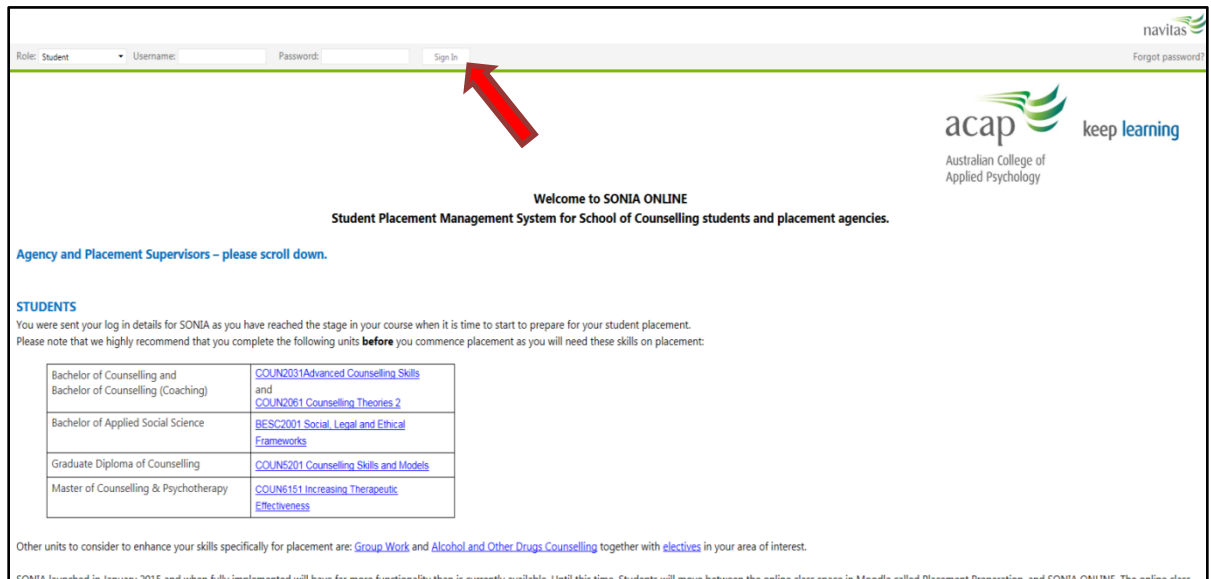
2. Sign in to Sonia

Role: Student

Username: Your student number

Password: Same password used to log in to the Student Portal. (If you have forgotten your password you can reset using the 'Forgot Password' link on the homepage)

Click 'Sign In'



navitas

Forgot password?

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Welcome to SONIA ONLINE
Student Placement Management System for School of Counselling students and placement agencies.

Agency and Placement Supervisors – please scroll down.

STUDENTS

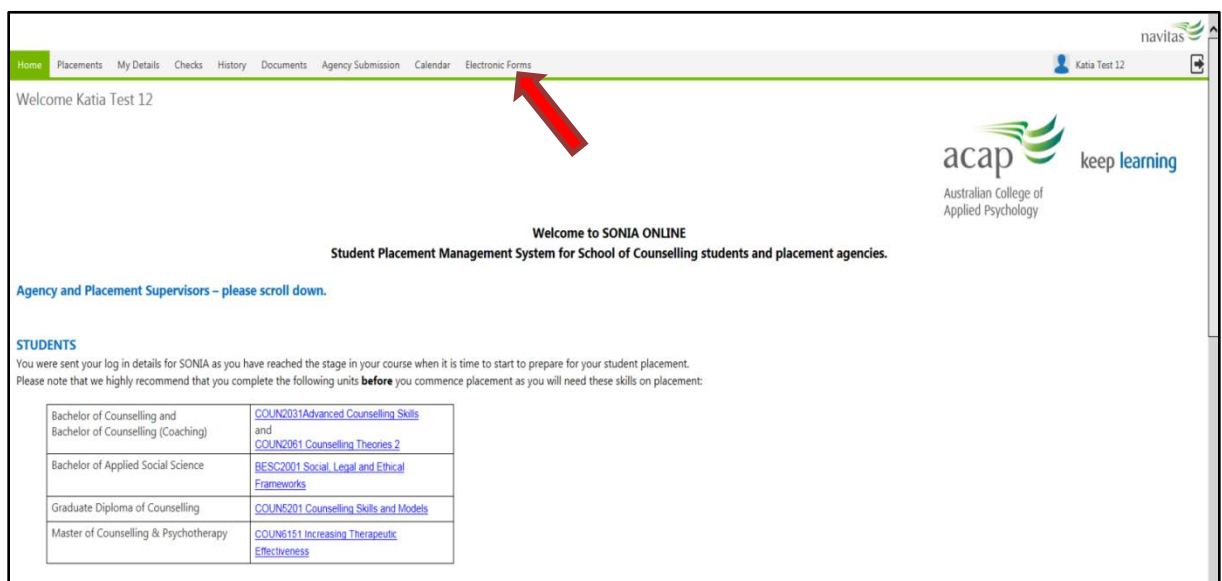
You were sent your log in details for SONIA as you have reached the stage in your course when it is time to start to prepare for your student placement. Please note that we highly recommend that you complete the following units **before** you commence placement as you will need these skills on placement:

Bachelor of Counselling and Bachelor of Counselling (Coaching)	COUN2031 Advanced Counselling Skills and COUN2061 Counselling Theories 2
Bachelor of Applied Social Science	BESC2001 Social, Legal and Ethical Frameworks
Graduate Diploma of Counselling	COUN5201 Counselling Skills and Models
Master of Counselling & Psychotherapy	COUN6151 Increasing Therapeutic Effectiveness

Other units to consider to enhance your skills specifically for placement are: [Group Work](#) and [Alcohol and Other Drugs Counselling](#) together with [electives](#) in your area of interest.

SONIA launched in January 2015 and when fully implemented will have far more functionality than is currently available. Until this time, Students will move between the online class room in Moodle called Placement Preparation, and SONIA ONLINE. The online class

3. Click on 'Electronic Forms' from the home page



navitas

Katia Test 12

Home Placements My Details Checks History Documents Agency Submission Calendar **Electronic Forms**

Welcome Katia Test 12

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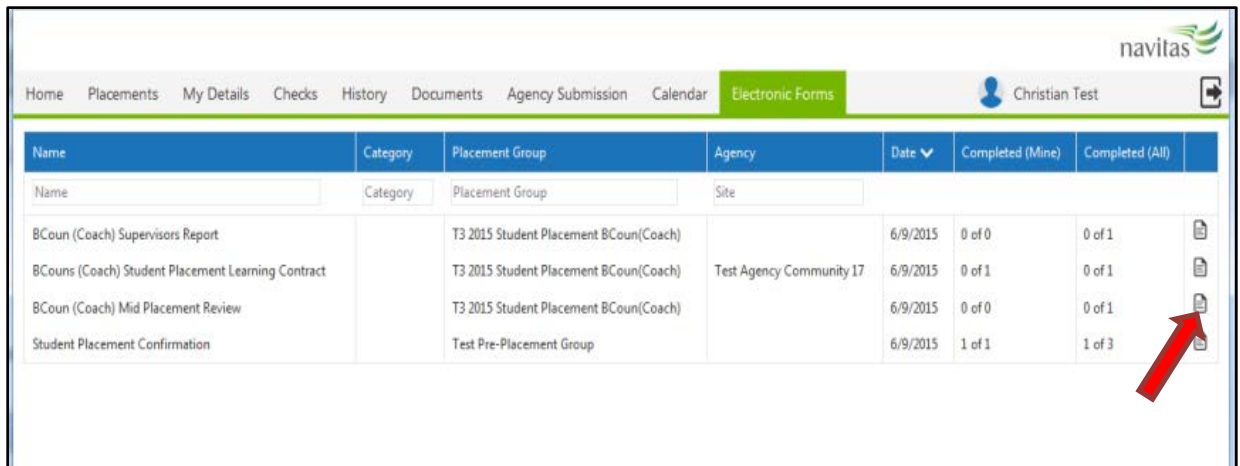
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Graduate Diploma of Counselling	COUN5201 Counselling Skills and Models
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4. Electronic Forms page

From here your electronic forms will appear.
 To open the form, select the 'page' icon.



Name	Category	Placement Group	Agency	Date	Completed (Mine)	Completed (All)	
BCoun (Coach) Supervisors Report		T3 2015 Student Placement BCoun(Coach)		6/9/2015	0 of 0	0 of 1	
BCouns (Coach) Student Placement Learning Contract		T3 2015 Student Placement BCoun(Coach)	Test Agency Community 17	6/9/2015	0 of 1	0 of 1	
BCoun (Coach) Mid Placement Review		T3 2015 Student Placement BCoun(Coach)		6/9/2015	0 of 0	0 of 1	
Student Placement Confirmation		Test Pre-Placement Group		6/9/2015	1 of 1	1 of 3	

5. Electronic form viewing

The electronic form will open.

Your Mid Placement Reviewer can edit the form and save. You will be able to view the saved answers but unable to make any changes.

Once your Mid Placement Reviewer has submitted the review you are able to review and submit this, still being unable to make any changes.

MID PLACEMENT REVIEW
Graduate Diploma of Counselling

This form is completed by the mid placement review academic teacher or a representative of the Student Placement Service. Forms completed by Students or Supervisors will not be accepted.

STUDENT FEEDBACK

- What have you learnt about yourself professionally and personally whilst on placement?
 Answer:
- What is the organisation's mission statement?
 Answer:
- What activities have you undertaken whilst on placement? Have these activities helped you meet your Learning Goals? (specifically address Student Learning Contract)
 Answer:

6. Submitting

Ensure you have read through and checked the form. Once you have checked everything click on the **'Student Submit'** button.

Once submitted you cannot make any changes so please ensure you read through before submitting.

The next step for successful completion of this placement is for the student to submit to the Student Placement Service a completed and signed Supervisor Report Form, Experience Log and complete an online Placement Evaluation. Students are required to submit all placement paperwork **within 7 days of the completion of placement.**

WARNING – once you 'Submit' you cannot make any changes so please review everything before clicking on Submit.

Should you need to make any changes after submitting please contact an ACAP Placement Coordinator.

Sydney Campus (NSW, ACT and offshore) T 02 9964 6300 studentplacementsyd@acap.edu.au	Brisbane Campus (QLD and NT) T 07 3234 4416 studentplacementbris@acap.edu.au	Melbourne Campus (VIC) T 03 8613 0600 studentplacementmelb@acap.edu.au	Adelaide Campus (SA, TAS and WA) T 08 81104018 studentplacementade@acap.edu.au
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7. Printing

You will still be able to print the forms.

Forms can be printed using the “**Print**” button found in the top right hand corner of the page.



GradDipCouns Mid Placement Review



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Please note that this Electronic Form can be saved at any time, and worked on in the future. Just remember to click 'Save' before leaving this page. When you have finished the form correctly and checked all information please click 'Submit'. When submitted, information cannot be changed

NOTICE: This form will time-out after approximately 20 minutes therefore it is important that you save frequently.

MID PLACEMENT REVIEW
Graduate Diploma of Counselling

This form is completed by the mid placement review academic teacher or a representative of the Student Placement Service. Forms completed by Students or Supervisors will not be accepted.

STUDENT FEEDBACK

Print

Total: 2 sheets of paper (3 pages)

Print Cancel

Destination: \\10.2.20.5\wg-lm...
 Level 6 11 York Street, ...
 Change...

Pages: ☒ All
☐ e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Color: Color

Options: ☒ Two-sided

+ More settings

4/7/2015 https://sonia.acap.edu.au/FormsOnlineSecure/FForm.aspx?ElectronicFormID=1081



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STUDENT PLACEMENT LEARNING CONTRACT
Graduate Diploma of Counselling

The Student Placement Learning Contract is to be developed in consultation with your Agency Supervisor within the first 20 hours or two weeks of placement (whichever comes first). Once completed this form must be sent to the Student Placement Team.

AGENCY SUPERVISOR AND STUDENT MEETINGS
 Frequency (e.g. each morning / weekly / daily detail etc.)
 Placement supervisor/mentor attending at the end of each day or once a week

Agency Supervisor's feedback will focus on: (e.g. Planning activities and tasks / reflecting / sharing insights and learning / constructive feedback / requirements for next meeting etc.)
 Client monthly progress notes of counselling session, learning journal, documented progress in meeting placement learning goals.

PLACEMENT LEARNING GOALS:
 Each learning goal in your Learning Contract should be set out as follows:
 1. The Learning Goal: These are the formal learning outcomes for your Placement and Supervision unit, plus two additional personal goals.
 2. The Learning Task: Individual responsibilities that you will engage in to achieve your goal.
 3. Method of Assessment: How each learning goal and learning task will be monitored and assessed.

1. Learning Goal
 Analyse and discuss the influence of organisational, cultural and social contexts on counselling practice

Learning Task
 Discuss organisational structure, and social and cultural contexts of practice, with Placement Supervisor

Method of Assessment
 Document reflection of organisational, social and cultural contexts as the writer provided to client, and as practice in learning journal

2. Learning Goal
 Apply a range of counselling skills and interventions to meet client needs

Learning Task
 Apply counselling skills and methods in practice

Method of Assessment
 Client feedback on experience of sessions documented in client weekly feedback and evaluation of need in learning journal

3. Learning Goal
 Demonstrate assessment and intervention planning and apply counselling models to meet client needs

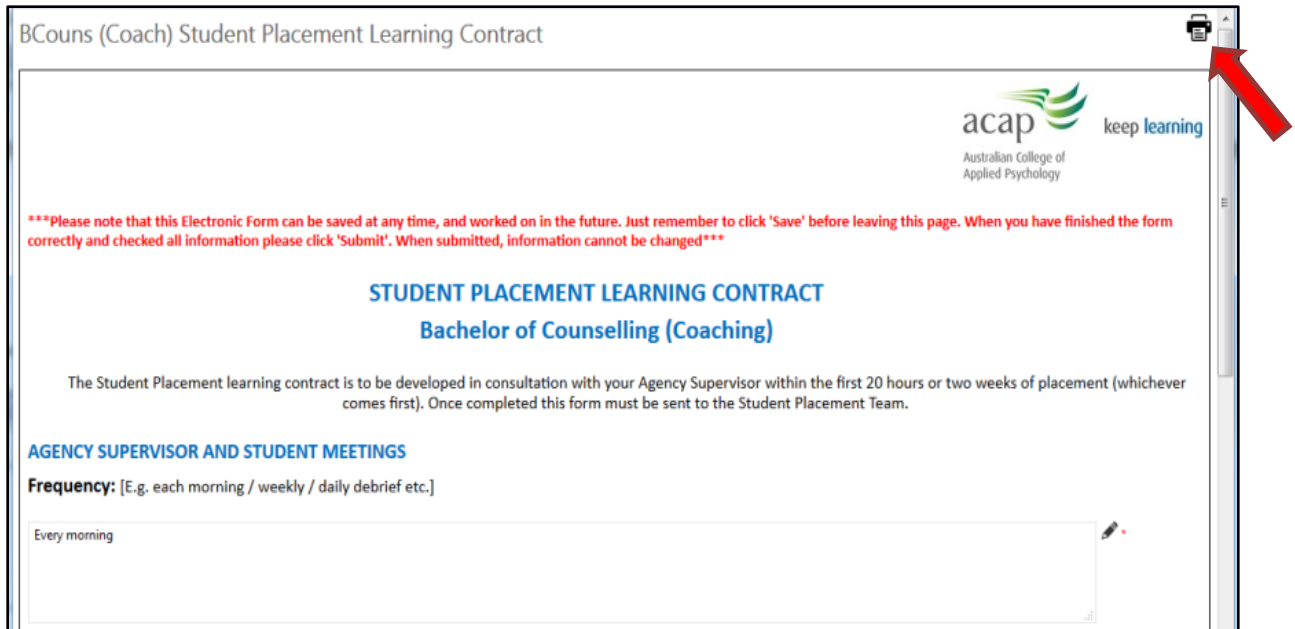
Learning Task
 Undertake assessment of client presentation and needs. Case planning as appropriate to assessment of client needs

Method of Assessment
 https://sonia.acap.edu.au/FormsOnlineSecure/FForm.aspx?ElectronicFormID=1081

8. Saving and Uploading to the Student Portal

Your Mid Placement Review must be saved and uploaded to your placement and supervision class space by **week 12 of term**.

Saving your Mid Placement Review can only be done using the free browser [Google Chrome](#). Once you have chrome open and this form displayed click on the “**Print**” button found in the top right hand corner of the page.



BCouns (Coach) Student Placement Learning Contract



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STUDENT PLACEMENT LEARNING CONTRACT

Bachelor of Counselling (Coaching)

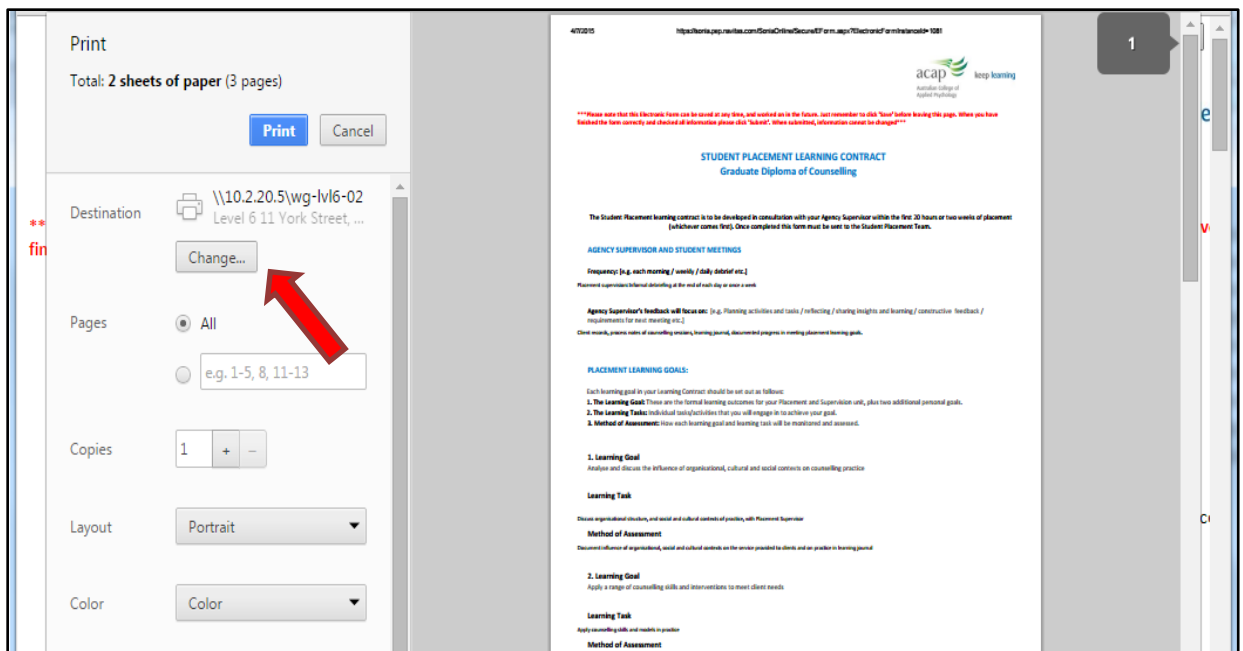
The Student Placement learning contract is to be developed in consultation with your Agency Supervisor within the first 20 hours or two weeks of placement (whichever comes first). Once completed this form must be sent to the Student Placement Team.

AGENCY SUPERVISOR AND STUDENT MEETINGS

Frequency: [E.g. each morning / weekly / daily debrief etc.]

Every morning

A new window will appear, click on the “**Change**” button to save as PDF.



Print

Total: 2 sheets of paper (3 pages)

Print **Cancel**

Destination  \\10.2.20.5\wg-lvl6-02
Level 6 11 York Street, ...

Change...

Pages ☒ All
e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait

Color Color

1

4/12/15 <https://online.acap.edu.au/Secure/Forms.aspx?formid=1081>



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Please note that this Electronic Form can be saved at any time, and worked on in the future. Just remember to click 'Save' before leaving this page. When you have finished the form correctly and checked all information please click 'Submit'. When submitted, information cannot be changed

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AGENCY SUPERVISOR AND STUDENT MEETINGS

Frequency: [e.g. each morning / weekly / daily debrief etc.]

Placement supervisor's feedback should be given at the end of each day or once a week

Agency Supervisor's feedback will focus on: [e.g. Planning activities and tasks / reflecting / sharing insights and learning / constructive feedback / requirements for next meeting etc.]

Client records, progress notes of counselling sessions, learning journal, documented progress in meeting placement learning goals.

PLACEMENT LEARNING GOALS:

Each learning goal in your Learning Contract should be set out as follows:

- 1. The Learning Goal:** These are the formal learning outcomes for your Placement and Supervision unit, plus two additional personal goals.
- 2. The Learning Task:** Individual tasks/activities that you will engage in to achieve your goal.
- 3. Method of Assessment:** How each learning goal and learning task will be monitored and assessed.

1. Learning Goal
Analyse and discuss the influence of organisational, cultural and social contexts on counselling practice

Learning Task
Discuss organisational structure, and social and cultural contexts of practice, with Placement Supervisor

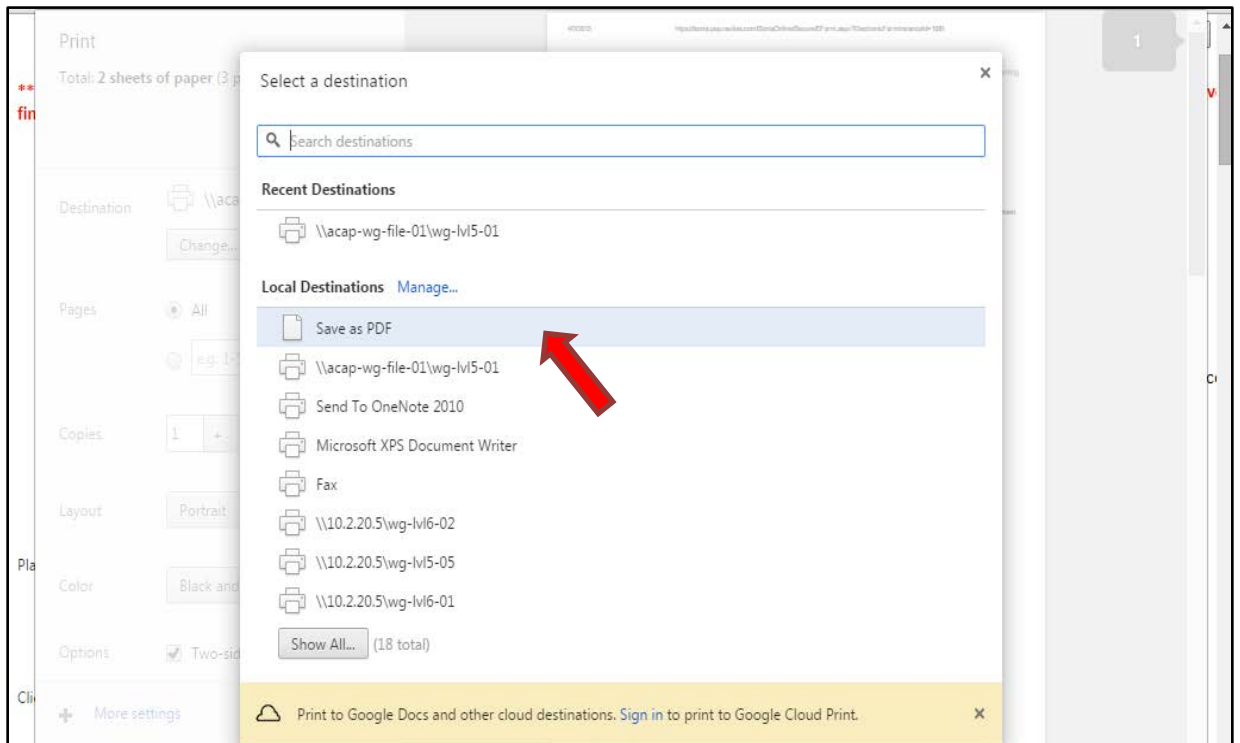
Method of Assessment
Documented influence of organisational, social and cultural contexts on the worker provided to clients and on practice in learning journal

2. Learning Goal
Apply a range of counselling skills and interventions to meet client needs

Learning Task
Apply counselling skills and models in practice

Method of Assessment

Select “Save as PDF”



Click on the “Save” button

